

Potomac Edison
MD Energy Benchmarking
User Guide

Potomac Edison MD Energy Benchmarking User Guide

Table of Contents

[Introduction](#)

[Getting Started](#)

1. [Create an account in Portfolio Manager](#)
2. [Create a property in Portfolio Manager](#)
3. [Create Meters in Portfolio Manager](#)
4. [Set up an account in the FirstEnergy Benchmarking Tool.](#)
5. [Return to Portfolio Manager and connect your account](#)
6. [Share your property and meter with FirstEnergy](#)
7. [Log back into FirstEnergy's Benchmarking Tool to submit a usage request](#)

[Registering with FirstEnergy's Benchmarking Tool](#)

[Logging in](#)

[Forgot Username or Password](#)

[Energy Benchmarking Portal](#)

1. [Manage Tenants](#)
 - a. [Add Tenants](#)
 - b. [Remove Tenants](#)
2. [Remove Building](#)
3. [Usage Request](#)
4. [Add Building](#)
5. [Manage My Account](#)

[Contact Us](#)

Potomac Edison MD Energy Benchmarking User Guide

Introduction

This guide is intended to be a walk-through using Potomac Edison's Energy Benchmarking Tool. This tool was developed to enable building owners to request whole building aggregate data for Commercial buildings over 35,000 square feet, allowing the data to be shared directly with ENERGY STAR Portfolio Manager.

This guide provides an overview of the features and steps for building owners or their representative using this application.

The Climate Solutions Now Act of 2022

The Climate Solutions Now Act of 2022 requires the Maryland Department of the Environment (MDE) to develop Building Energy Performance Standards (BEPS). Each calendar year beginning in 2025, the owner of covered buildings 35,000 square feet or larger must benchmark the building's energy usage.

5 Tenant Rule:

If there are fewer than 5 tenants in a particular building, the building owner shall request each tenant's consent to allow Potomac Edison to provide energy data to the building owner or Portfolio Manager.

Potomac Edison MD Energy Benchmarking User Guide

Getting Started

1. Create an account in Portfolio Manager

Portfolio Manager website: [ENERGY STAR Portfolio Manager: Login](#)

2. Create a property in Portfolio Manager

1. Click Add a property.



2. Enter general property characteristics.
3. Click on Get Started!

Get Started!

4. Enter property information.
5. Click Continue.

Continue

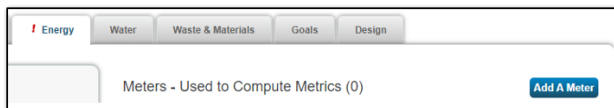
6. Enter values or leave blank for now (optional).
7. Click on Add Property.

Add Property

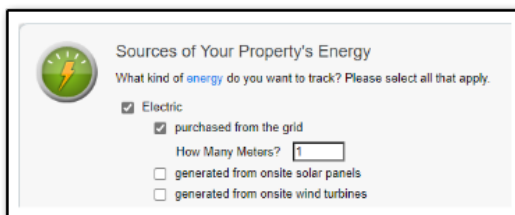
3. Create Meters in Portfolio Manager

Once you have created your property in Portfolio Manager, you can create a virtual meter. FirstEnergy requires you to create one virtual meter for each property. The aggregated whole building energy data will then be uploaded into the meter you created for each energy type when you submit a usage request from the FirstEnergy Benchmarking Portal.

1. Click on the Energy tab. Once you are in this tab select Add a Meter



2. Select all energy sources for your property.



Note: FirstEnergy only supports the transfer of electricity purchased from the grid at this time

Potomac Edison MD Energy Benchmarking User Guide

3. Click on Get Started!



4. Enter fields for meters. NOTE: To set up meters, you need to enter units and the date when the meter became active. Enter values in these fields by clicking in the black space under that field heading. FirstEnergy will provide electric data in “kWh.” It is important to use these measurement units when setting up your meters in Portfolio Manager.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousan	07/25/2023	<input checked="" type="checkbox"/>		<input type="checkbox"/>

5. Click on Create Meters.



6. Skip usage entries and click on Continue.



7. Select These meter(s) account for the total energy consumption for this property.

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric_Grid_Meter	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [My_Test_Building](#) (a single building).
- These meter(s) do not account for the total energy consumption for [My_Test_Building](#) (a single building).

8. Click on Apply Selections



Congratulations, you've successfully set up your property and meters in Portfolio Manager. Now you're ready to connect to our benchmarking service.

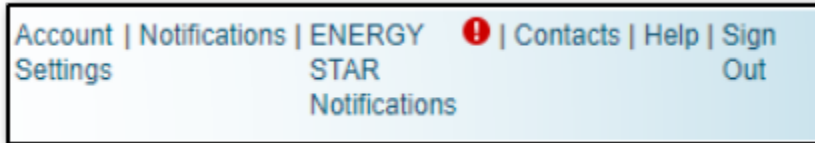
Potomac Edison MD Energy Benchmarking User Guide

4. Set up an account in the FirstEnergy Benchmarking Tool

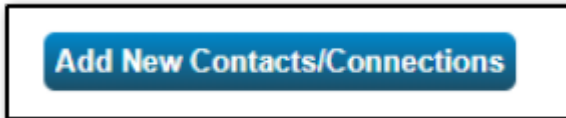
Follow this link for the steps to [Register with FirstEnergy's Benchmarking Tool](#)

5. Return to Portfolio Manager, Connect your account with FirstEnergy.

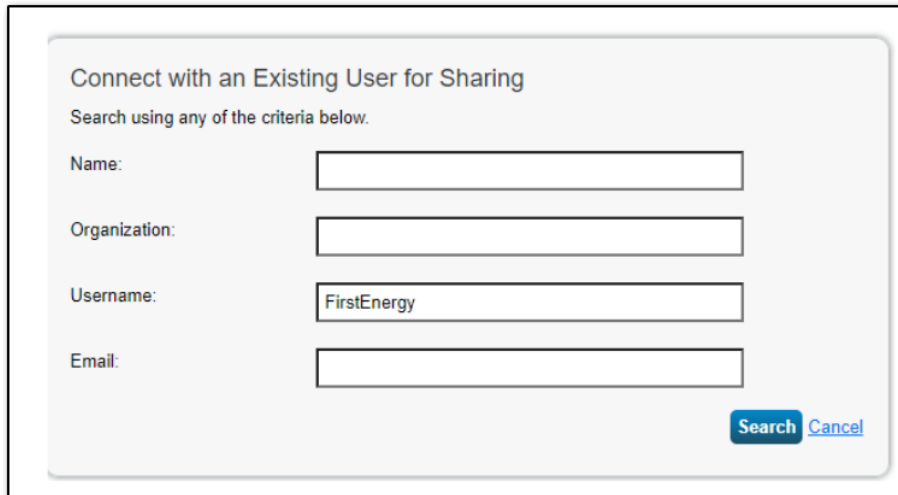
1. In Portfolio Manager, click on Contacts.



2. Click on Add New Contacts/Connections.



3. Under Connect with an Existing User for Sharing username, type: FirstEnergy and click on Search.



Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

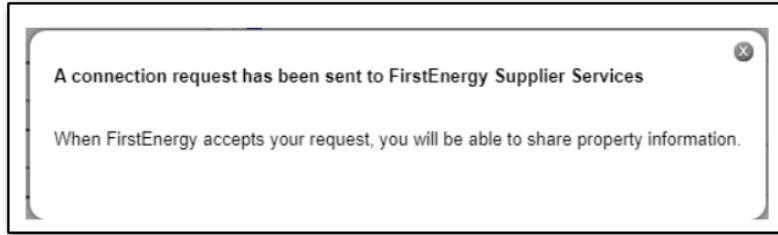
[Cancel](#)

When submitting a connection request, please ensure that you are connecting with the Portfolio Manager account with username "FirstEnergy," display name "FirstEnergy Supplier Services," and role "Energy Benchmarking with FirstEnergy." Please note that any connection requests sent to the account with username "FIRSTENERGYCORP" will not be accepted, as this account is separate from the account set up to facilitate customer data access for benchmarking.



Potomac Edison MD Energy Benchmarking User Guide

4. Select Connect for the FirstEnergy Supplier Services contact.



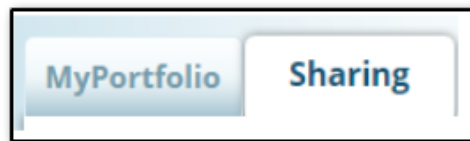
5. Request will show as pending.



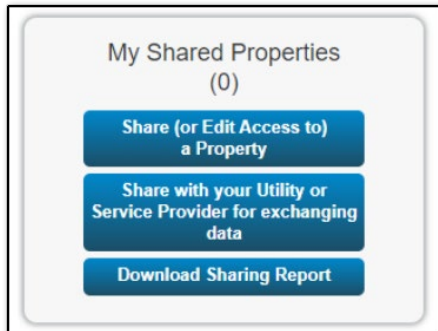
6. The user will receive an item in their PM “Notifications” that the Connection was accepted or declined by FirstEnergy. Allow 60 minutes.
7. When the notification arrives, continue into your Portfolio Manager account.

6. Share your property and meters with FirstEnergy

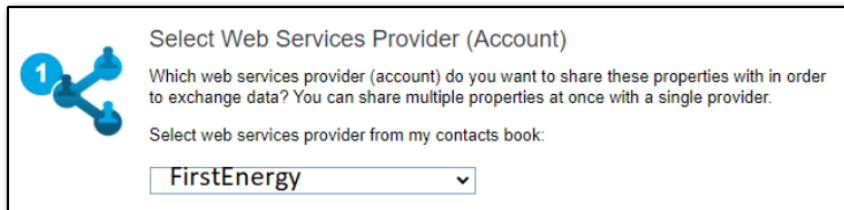
1. Click on the Sharing tab.



2. Click on Share with your Utility or Service Provider for exchanging data.



3. Select FirstEnergy from the drop-down menu for your contacts book



4. Select which Property you want to share.

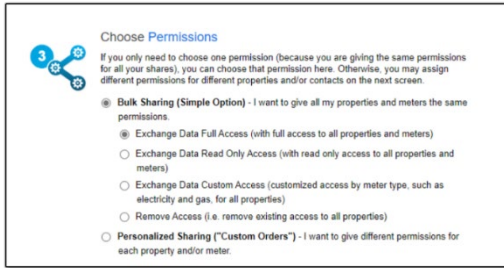
<input type="checkbox"/>	Name	Property Type	State/Province
<input checked="" type="checkbox"/>	My Test Building	Other - Utility	MD

Potomac Edison MD Energy Benchmarking User Guide

5. Click Apply Selection.

Apply Selection

6. You must share with full access. Select your options.

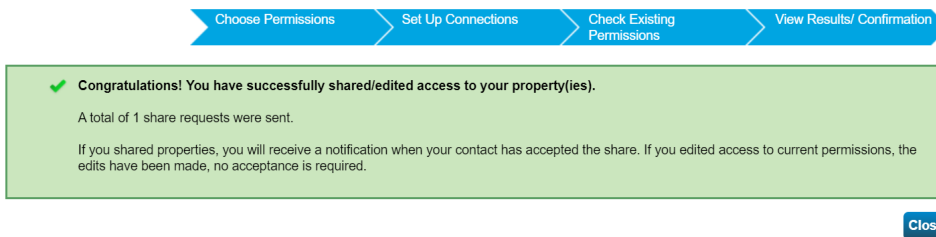


7. Click Authorize Exchange.

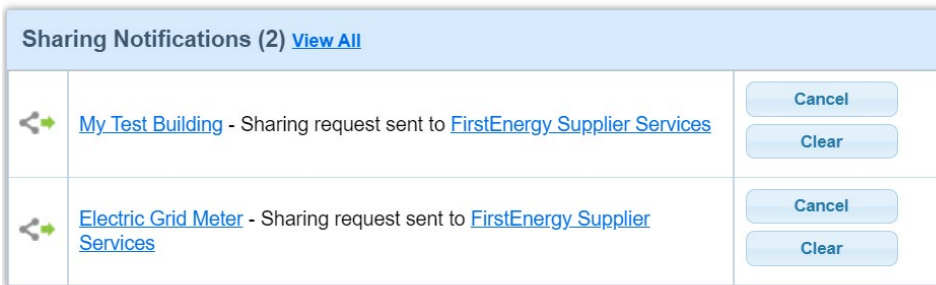
Authorize Exchange

8. Congratulations!

Bulk Share Properties for Exchanging Data: Results



9. Verify Sharing Requests have been sent. Your sharing notifications will automatically appear in the Sharing Notifications section of the Sharing Tab under your Portfolio Manager account.



10. FirstEnergy retrieves share requests. When FirstEnergy has retrieved the share requests, they will be automatically accepted, and an item in their PM "Notifications" that the Share was accepted by FirstEnergy. Allow up to an hour for the initial share requests.
11. If your requests were declined for any reason, go back to Step 6, and ensure that the appropriate permission levels have been set for both the Property and Meters or that your Property ID/Meter ID that was provided in Portfolio Manager matches what is on the FirstEnergy Benchmarking site.

Potomac Edison MD Energy Benchmarking User Guide

7. Log back into FirstEnergy’s Benchmarking Tool to submit a usage request.

Follow this link for instruction on how to submit a [Usage Request](#).

Registering with FirstEnergy’s Benchmarking Tool

***** You must have your building set up in Portfolio Manager before Registering *****

Link directly to the page: <https://energybenchmarking.firstenergycorp.com/login>

1. Go to <https://energybenchmarking.firstenergycorp.com/login>
2. Select the Register here link.

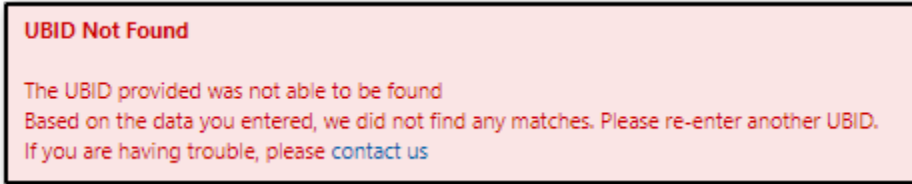
The screenshot shows the 'FirstEnergy Benchmarking' login page. At the top, it says 'Energy Benchmarking Program' and 'Benchmarking your Building'. Below that, it states 'Connect with ENERGY STAR® Portfolio Manager® to Check Your Energy Efficiency.' and provides information about the tool's availability in New Jersey and Maryland. There are links for 'NJ Benchmarking Portal' and 'MD Benchmarking Portal'. The main section is titled 'Account Log In' and includes instructions to log in to an ENERGY STAR® Portfolio Manager® account. It has fields for 'Username' and 'Password', and a 'LOG IN' button. There are also links for 'Forgot Username or Password?' and 'Register here'.

3. Fill in all fields.

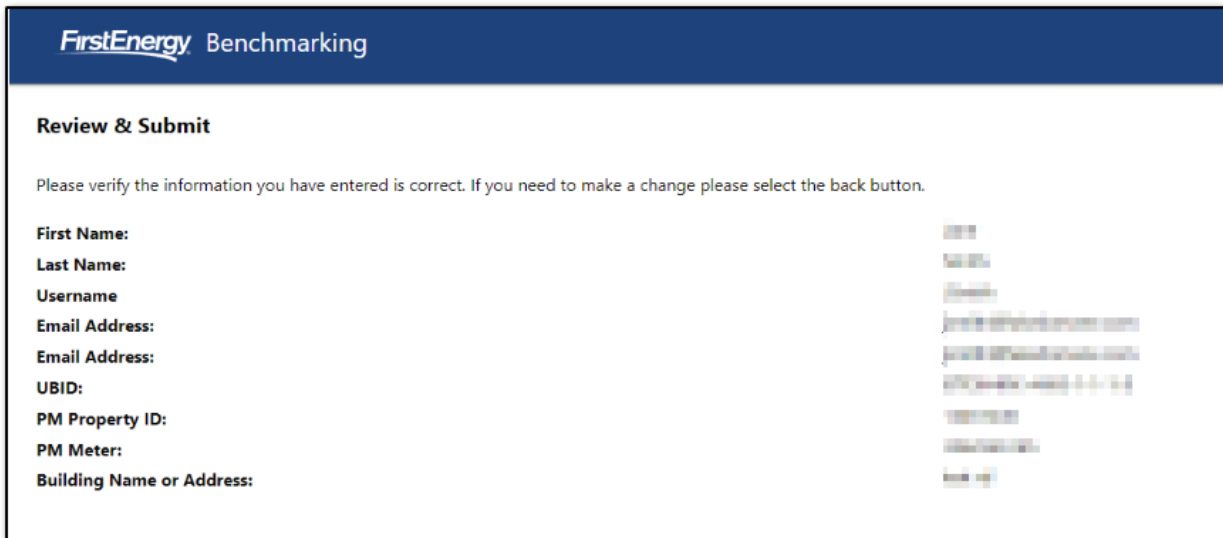
The screenshot shows the 'FirstEnergy Benchmarking' registration page. At the top, there is a reminder: 'Reminder: You must have your building setup in Portfolio Manager before registering'. The page is titled 'Registration' and has several input fields: 'First Name', 'Last Name', 'Username', 'Email Address', 'Password', and 'Confirm Password'. Below these are fields for 'UBID' and 'PM Property ID'. There are also fields for 'PM Meter' and 'Building Address'. A note states 'Additional buildings will be added after registration'. At the bottom, there are 'BACK' and 'NEXT' buttons.

Potomac Edison MD Energy Benchmarking User Guide

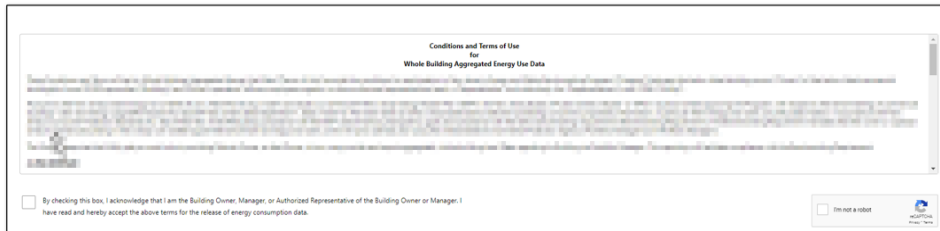
- If the UBID (Unique Building ID) is not valid, the following message will show:



- Select “Next.”
- This is the review and submit page. Please review all information for accuracy.



- Read the terms and conditions and check the box to acknowledge. Also, you will need to check the reCAPTCHA box before submitting.



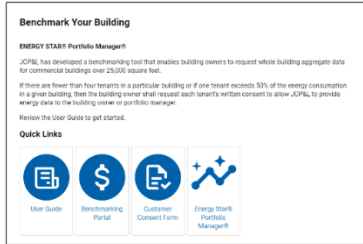
- You are now registered with the FirstEnergy Benchmarking Tool and are taken to the “Add Tenants” screen to complete the setup of your initial building.

Note: Even if there is only one tenant in the building, you must add that tenant to the building. (Refer to the “Add tenants” section for additional instructions)

Potomac Edison MD Energy Benchmarking User Guide

Logging in

1. Go to <https://energybenchmarking.firstenergycorp.com/login>
2. You will see quick links at the bottom.
 - a. User Guide - A complete guide on how to use the benchmarking tool.
 - b. Benchmarking Portal - This is where you would log in
 - c. Customer Consent Form - This is required if there are less than 5 tenants in the building.
 - d. Energy Star Portfolio Manager – Link to Energy Star Portfolio Manager



3. Enter your Username and password and select “Login.”

Forgot Username or Password

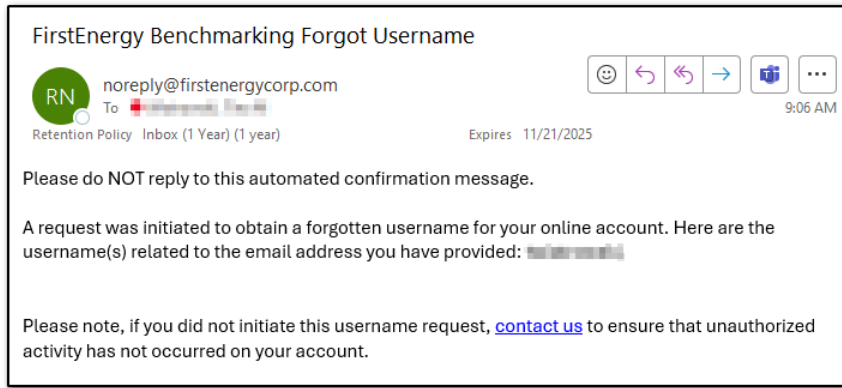
1. Select “Forgot Username or Password?”

- a. Forgot Username:

- i. Enter your email address that was used to register your account and select “Email Username.”

- ii. If an account was found an email will be sent with your username.

Potomac Edison MD Energy Benchmarking User Guide

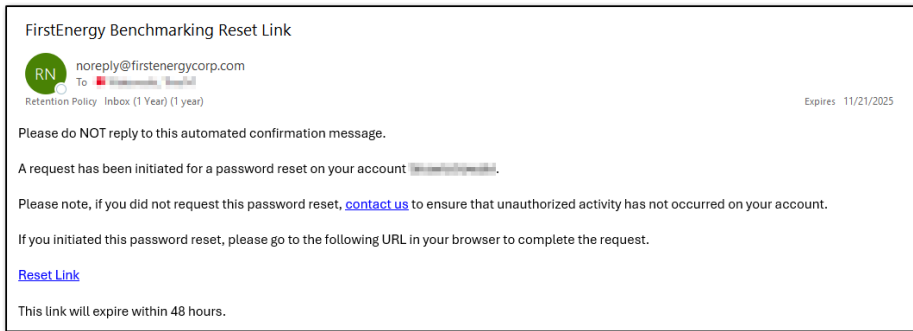


b. Forgot Password:

- i. Enter your username and Email address and select “Submit Request”

The screenshot shows a web form titled 'Forgot Password'. It includes a heading, a brief instruction, and two input fields: 'Username' and 'Email Address'. A blue button labeled 'SUBMIT REQUEST' is located at the bottom of the form.

- c. If an account was found, an email will be sent to complete the password reset process.



- d. Click on the Reset Link, enter a new password, and select “Log In.” This will take you back to the log-in screen.

The screenshot shows a web page titled 'Forgot Password Reset'. It features a 'Password Guidelines' section with a list of requirements, a 'When resetting your password, please follow these best practices:' section with a list of tips, and a form with 'Password' and 'Confirm Password' input fields and a 'LOG IN' button.

Password Guidelines

- Must not be a previous password.
- Must be between 8-20 characters, include at least 1 number, 1 uppercase, 1 lowercase, 1 special character (only the following are acceptable @ # \$ % ^ & * () .) and contain no spaces.
- Username and password cannot be the same.

When resetting your password, please follow these best practices:

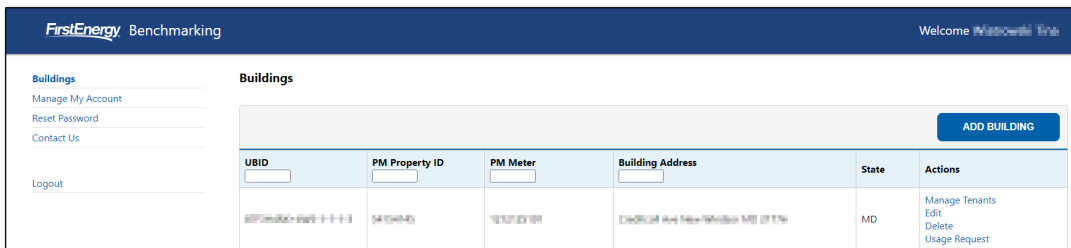
- Do not reuse old passwords.
- Do not reveal your password to others.
- Do not use words that can be found in the dictionary.
- Do not use the same password for multiple online accounts. Every password should be unique.
- Follow the complexity requirements of the website (e.g., length of password, required use of special characters).
- Do not use passwords that contain information about you (e.g., your birthday).

Potomac Edison MD Energy Benchmarking User Guide

Energy Benchmarking Portal

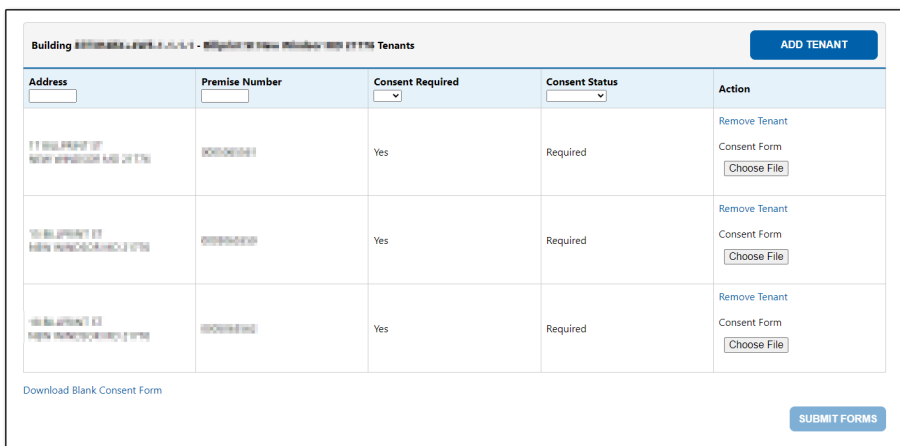
From the Portal you will be able to:

- View a list of your buildings including UBID, PM (Portfolio Manager) Property ID, PM Meter, and Building Address
- You will be able to do the following:
 - Manage your account, via Manage My Account.
 - Reset Password
 - Manage tenants.
 - Edit the building
 - Delete Building.
 - Usage request.
 - Add a building.
 - Log out.



Manage Tenants

Select Manage Tenant next to the building address you choose.



Within the Manage tenants screen, you will be able to:

1. View a list of tenants in that building.
2. View if consent forms are needed for any tenants.
3. View consent status (if applicable).
4. Remove Tenant
5. Download a blank consent form.
6. Upload a completed consent form.
7. Add Tenants.

Potomac Edison MD Energy Benchmarking User Guide

Add Tenants

When “Add Tenants” is selected, you will be presented with the option to search by Account Number, Premise Number or Premise Address.

1. Add Tenants by Account Number

- a. Enter the 12-digit FirstEnergy customer account number and select “Next”

Add Tenants
Enter the account number, premise number or premise address of the building to manage tenants

Tenant Search

ACCOUNT NUMBER PREMISE NUMBER PREMISE ADDRESS

Account Number
Twelve(12) digit FirstEnergy customer account number.

BACK NEXT

- b. The results will populate. Select the address and hit “Confirm.”

Add Tenants
From the profile you created, our records indicate that there are the following premises in this building. Please select all that apply.
If there are fewer than five accounts in this building, a consent form is required from each tenant.

Building Search

<input type="checkbox"/>	Address
<input checked="" type="checkbox"/>	10000 BELMONT RD BETHESDA MD 20814

If there are tenants not represented in this list, you may add an additional premise address after confirming this one.
If you need assistance locating additional tenants, contact us

ADD ADDITIONAL PREMISE ADDRESS

BACK CONFIRM

- c. If there are additional tenants not shown on the list, you can select “Add Additional Premise Address” and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
- d. Once the service addresses are selected, click confirm. If there are fewer than 4 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

Add Tenants Successful

If there are fewer than 5 tenants in a particular building, then the building owner shall request each tenant's written consent to allow Potomac Edison to provide energy data to the building owner/Portfolio Manager.
To view the tenants needing consent forms for this building, visit [Manage Tenants](#)

✓ The following tenants have been added:
10000 BELMONT RD BETHESDA MD 20814

RETURN TO TENANTS

Potomac Edison MD Energy Benchmarking User Guide

2. Add Tenant by premise number.

- a. The premise number identifies the property in FirstEnergy's system. It is nine (9) digits long and is the second set of numbers in the customer number. This can be located on the customer's bill under charges from Potomac Edison.

Add Tenants

Enter the account number, premise number or premise address of the building to manage tenants

Tenant Search

ACCOUNT NUMBER PREMISE NUMBER PREMISE ADDRESS

Premise Number

The premise number identifies the property in FirstEnergy's system. It is ten(10) digits long and is the second set of numbers in the customer number. This can be located on the customer's bill under charges from FirstEnergy.

BACK NEXT

- b. The results will populate. Select the address and hit "Confirm."

Add Tenants

From the profile you created, our records indicate that there are the following premises in this building. Please select all that apply.

If there are fewer than five accounts in this building, a consent form is required from each tenant.

Building Search

<input checked="" type="checkbox"/>	Address
<input checked="" type="checkbox"/>	1021 BILLING RD NEW WINDSOR MD 21776

If there are tenants not represented in this list, you may add an additional premise address after confirming this one.

If you need assistance locating additional tenants, [contact us](#)

ADD ADDITIONAL PREMISE ADDRESS

BACK CONFIRM

- c. If there are additional tenants not shown on the list, you can select "Add Additional Premise Address" and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
- d. Once the service addresses are selected, click confirm. If there are fewer than 5 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

Add Tenants Successful

If there are fewer than 5 tenants in a particular building, then the building owner shall request each tenant's written consent to allow Potomac Edison to provide energy data to the building owner/Portfolio Manager.

To view the tenants needing consent forms for this building, visit [Manage Tenants](#)

✓ The following tenants have been added:

RETURN TO TENANTS

Potomac Edison MD Energy Benchmarking User Guide

3. Add Tenant by address.

1. Fill in the House number, Street Name, City and Zip/Postal Code and select “Next.”

The screenshot shows the 'Add Tenants' form with the following fields and buttons:

- Tenant Search** section with three tabs: ACCOUNT NUMBER, PREMISE NUMBER, and PREMISE ADDRESS (selected).
- House Number: [text input]
- Street Name: [text input]
- City: [text input]
- State: MD
- Zip/Postal Code: [text input]
- Buttons: BACK and NEXT

2. The results will populate. The select all function can be used or each unit can be selected individually.

The screenshot shows the results page with the following elements:

- Add Tenants** header.
- Text: "From the profile you created, our records indicate that there are the following premises in this building. Please select all that apply." and "If there are fewer than five accounts in this building, a consent form is required from each tenant."
- Building Search** table with columns: Address, Meter Number.
- Table with 11 rows, each with a checkbox in the first column.
- Page 1 of 11.
- Text: "If there are tenants not represented in this list, you may add an additional premise address after confirming this one." and "If you need assistance locating additional tenants, contact us."
- Buttons: BACK and CONFIRM.
- Link: ADD ADDITIONAL PREMISE ADDRESS.

3. If there are additional tenants not shown on the list, you can select “Add Additional Premise Address” and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
4. Once the service addresses are selected, click confirm. If there are fewer than 5 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

The screenshot shows the 'Add Tenants Successful' message with the following content:

- Add Tenants Successful** header.
- Text: "If there are fewer than 5 tenants in a particular building, then the building owner shall request each tenant's written consent to allow Potomac Edison to provide energy data to the building owner/Portfolio Manager." and "To view the tenants needing consent forms for this building, visit [Manage Tenants](#)".
- Checkmark icon and text: "The following tenants have been added:" followed by a list of tenant names.
- Button: RETURN TO TENANTS

Potomac Edison MD Energy Benchmarking User Guide

Remove Tenant

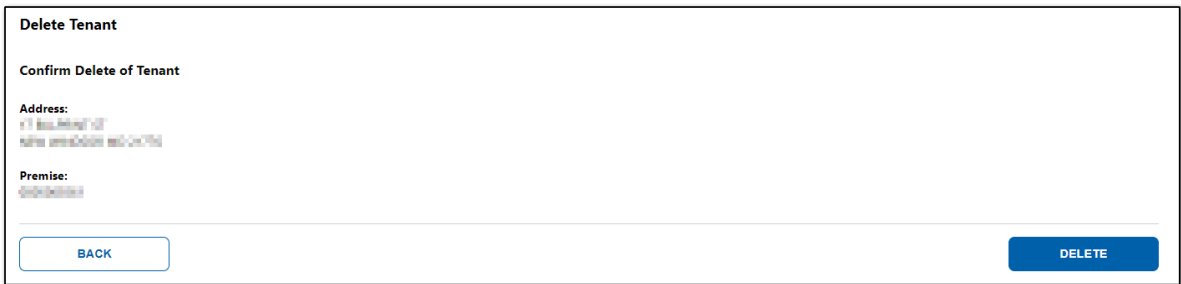
There may be times where you may need to remove a tenant that was added in error.

- To do this simply go to Manage tenants and select “Remove Tenant” next to the one you want removed.



Building [Address] - Manage Tenants				
Address	Premise Number	Consent Required	Consent Status	Action
[Address]	[Premise Number]	Yes	Required	Remove Tenant

- You will get confirmation of deleting this tenant. This is a safeguard to make sure you really want to remove this tenant from your building.



Delete Tenant

Confirm Delete of Tenant

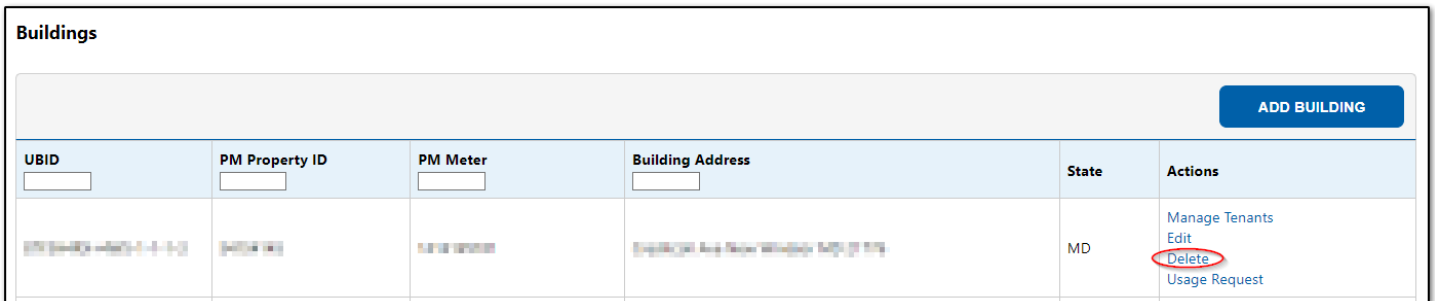
Address:
[Address]

Premise:
[Premise Number]

- Select “Delete” if you are sure you want to delete the tenant or “Back” to go back to the Manage Tenants screen.

Remove Building

Select Remove Building” next to the building address you choose.



Buildings					
UBID	PM Property ID	PM Meter	Building Address	State	Actions
[UBID]	[PM Property ID]	[PM Meter]	[Building Address]	MD	Manage Tenants Edit Delete Usage Request

Removing the building would only be used if you no longer own this building. Once “Delete” is selected, a message will pop up asking you to confirm that you would like to remove this building. Once this building is removed, if it needs to be added back you would have to start with adding the building and then adding the tenants back.

Potomac Edison MD Energy Benchmarking User Guide

Usage Requests

1. Select “Usage Requests” next to the building you would like to either request usage or check the status of the request.

Buildings					
ADD BUILDING					
UBID	PM Property ID	PM Meter	Building Address	State	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
87F3H4RX+4W5-1-1-1-3	54154145	1212125101	Creditcoll Ave New Windsor MD 21776	MD	Manage Tenants Edit Delete Usage Request

2. Enter the start and end date of the usage request and select “Submit.”

New Usage Request

Start Date:

End Date:

[SUBMIT](#)

3. A reminder message will pop up. This reminder message is just letting you know that if consent forms are needed but not all are received, partial data would be sent to PM.
 - a. Select “Cancel” to cancel the request and upload any remaining consent forms.
 - b. Select “Confirm” if you wish to proceed without any outstanding consent forms.

X

Consent forms are still outstanding, are you sure you want to submit with partial data?

[CANCEL](#) [CONFIRM](#)

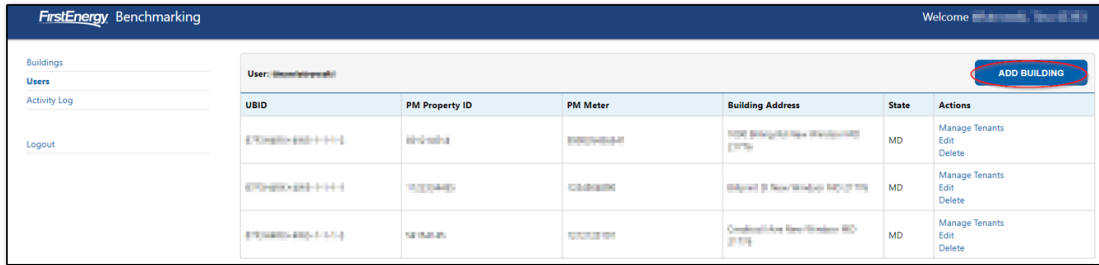
4. A confirmation message will appear at the top of the screen that says “Thank you for your submission. We will send you an email once the data has been validated.” You will see your building below now in the past usage requests with the last submission date, current submission date and status.

Thank you for your submission. We will send you an email once the data has been validated.

Potomac Edison MD Energy Benchmarking User Guide

Add Building

1. Select “Add Building” on the Energy Benchmarking Portal



2. Enter the UBID and select “Next.”

The screenshot shows the 'Add Building' form. The 'UBID' field is filled with '870480-480-1-1-1'. The 'BACK' and 'NEXT' buttons are visible at the bottom.

3. If the UBID is invalid, a message will be received.

The UBID provided was not able to be found based on the data you entered. Please enter another UBID.

4. Enter the PM Property ID, PM Meter ID, and Building Address, select “Next.”

The screenshot shows the 'Add Building' form. The 'UBID' field is filled with '870480-480-1-1-1'. The 'PM Property ID' field is filled with '8800000', the 'PM Meter ID' field is filled with '8800000', and the 'Building Address' field is filled with '100 Maryland Ave'. The 'BACK' and 'NEXT' buttons are visible at the bottom.

5. Review the building information and select “Submit.”

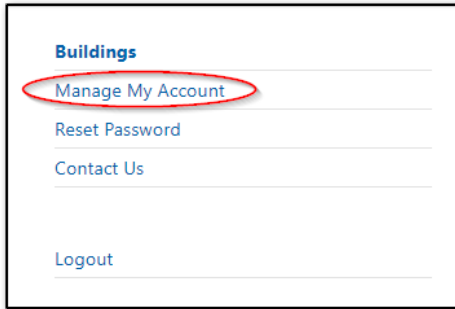
The screenshot shows the 'Review - Add Building' form. It displays the entered information: UBID: 870480-480-1-1-1, Portfolio Manager Property ID: 8800000, Portfolio Manager Meter ID: 8800000, and Building Address: 100 Maryland Ave. The 'BACK' and 'SUBMIT' buttons are visible at the bottom.

6. A message will appear at the top that says “Successfully added building: (UBID)”
7. You will then need to add tenants. For additional help, review the [“Add Tenant”](#) section of this guide.

Potomac Edison MD Energy Benchmarking User Guide

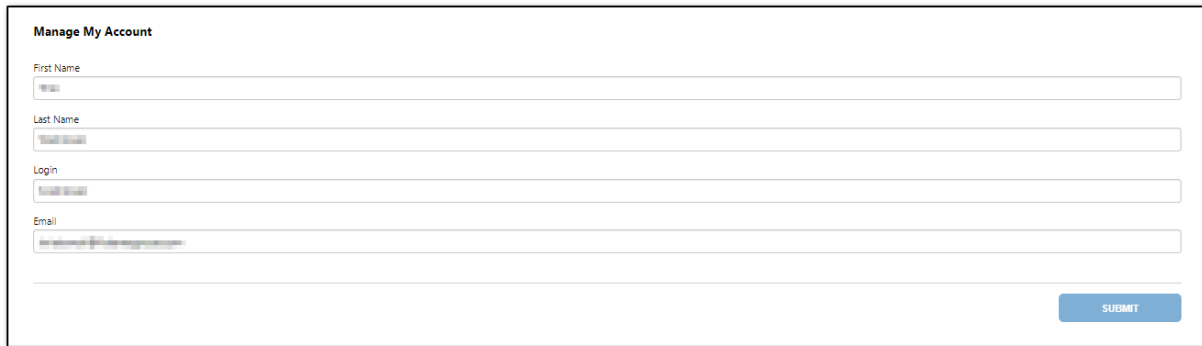
Manage My Account

1. Select Manage My Account



A screenshot of a web application interface. At the top, the word "Buildings" is written in blue. Below it, there are four menu items: "Manage My Account", "Reset Password", "Contact Us", and "Logout". The "Manage My Account" item is circled in red. Each menu item is positioned above a horizontal line.

2. You will be able to see your First Name, Last Name, Username, and Email address. You can update these fields and select submit when finished.



A screenshot of a web application form titled "Manage My Account". The form contains four input fields: "First Name", "Last Name", "Login", and "Email". Each field has a small "X" icon on the left side. Below the "Email" field is a horizontal line. At the bottom right of the form is a blue button labeled "SUBMIT".

3. A message will appear at the top of the screen confirming the changes were saved.

Successfully saved

Potomac Edison MD Energy Benchmarking User Guide

Uploading and viewing consent form status

1. Log in and find your building.
2. Select Manage Tenants

Buildings					
UBID	PM Property ID	PM Meter	Building Address	State	Actions
8878-000-000-11-1-1	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	MD	Manage Tenants Edit Delete Usage Request

3. Your list of tenants will be shown. You can select “Choose File” to upload a consent form for a tenant with a status of “Required.”

Building 8878-000-000-11-1-1 - Manage Tenants				
Address	Premise Number	Consent Required	Consent Status	Action
101 BALFOUR ST BETHESDA MD 20814	XXXXXXXX	Yes	Required	Remove Tenant Consent Form Choose File
101 BALFOUR ST BETHESDA MD 20814	XXXXXXXX	Yes	Required	Remove Tenant Consent Form Choose File
101 BALFOUR ST BETHESDA MD 20814	XXXXXXXX	Yes	Required	Remove Tenant Consent Form Choose File

[Download Blank Consent Form](#)

[SUBMIT FORMS](#)

4. Once the form is uploaded the status will be changed to “Requested” while it is waiting for review by Potomac Edison.

Statuses and definitions:

Not Needed – The building has 5 or more tenants and consent forms are not needed.

Required – The building has less than 5 tenants and consent forms are required.

Requested – Consent form was uploaded and waiting Potomac Edison review.

Accepted – The consent form was accepted by Potomac Edison.

Rejected – There was an issue with the consent form, and it was rejected.

Rescinded – The tenant has rescinded their consent.

Potomac Edison MD Energy Benchmarking User Guide

Contact Us

The contact us link can be used for the following reasons:

- Unable to add a building.
- Unable to locate and add all tenants in a building.

When sending us a request, please be sure all pertinent information is included for timely processing.

Contact Us

Please use the forms provided on the Benchmark Your Building pages to make a formal request for aggregate data. General questions can be answered by referring to our frequently asked questions. If you have additional questions, use this form to contact us. We will respond to all inquiries within three business days.

Building Owner/Representative/Other

State

Operating Company
 Potomac Edison Jersey Central Power & Light

Type of Request

Requestor Name

Unique Building ID (UBID)

Email Address

Confirm Email Address

Phone Number

Extension

Attachments - Consent Forms / Letter of Authorization
[Add Consent Forms](#), [Letter of Authorization](#), [Other](#)

Comments

1. All requests will need the following information:
 - a. Building Owner/Representative/Other (Name)
 - b. State
 - c. Operating company needs to be selected.
 - d. Type of request – Energy Benchmarking
 - e. Requestor Name
 - f. Email address
 - g. Confirm Email address.
 - h. Phone Number
 - i. Comments - Please tell us what your inquiry is regarding. Provide as much detail as possible to ensure a timely response.

Potomac Edison MD Energy Benchmarking User Guide

2. If assistance is needed adding a building, you must include the following:

- a. UBID
- b. PM Property ID
- c. PM Meter ID
- d. Building Address

**** You must have your building set up in Portfolio Manager before we can add it to your profile****

3. If assistance is needed adding tenants to your building, you must include the following:

- a. The UBID and address of the building (that you have already added to your profile)
- b. A complete list of all premise addresses that you need to have added to this building. If there are apartments, suites, or any other identifying information, include that as well.

Once your request is submitted you will receive a message:

Thank You

We have received your request for information. We will respond to your inquiry within 3 business days. Thank you.

A confirmation email will be received:

